



This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

- + *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.
- + *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.
- + *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.
- + *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at <http://books.google.com/>

FM 28-105

ATTACHMENT BASIC FIELD MANUAL

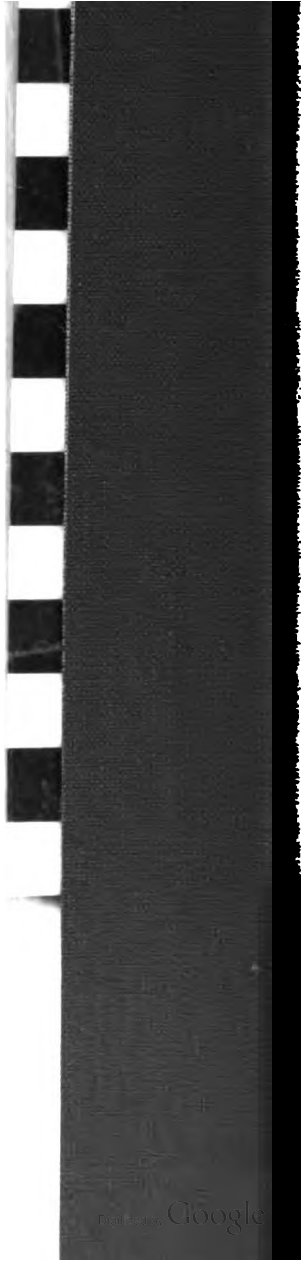
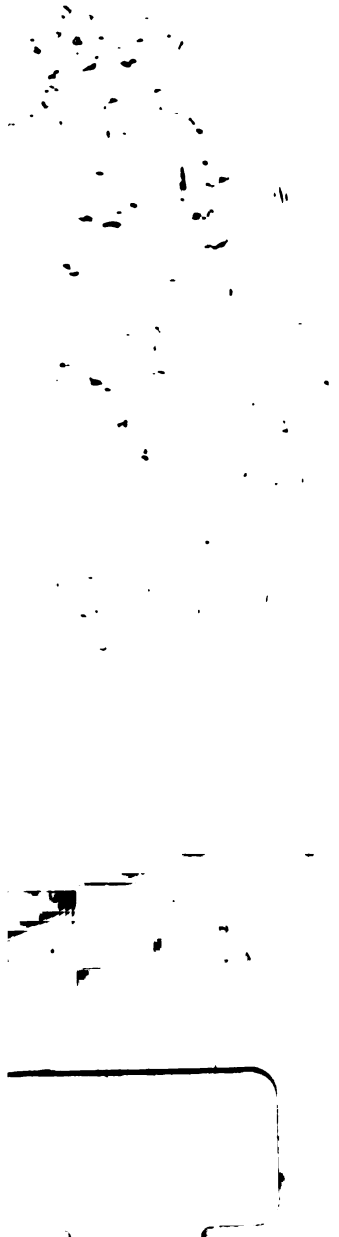
THE



CIAL SERVICE

COMPANY

ATTACHMENT . 5 JANUARY 1944

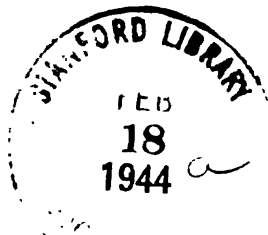


W1.33:

FM 28-105

WAR DEPARTMENT BASIC FIELD MANUAL

THE



SPECIAL SERVICE

COMPANY

WAR DEPARTMENT . 5 JANUARY 1944

WAR DEPARTMENT BASIC FIELD MANUAL
FM 28-105

THE
SPECIAL SERVICE
COMPANY



WAR DEPARTMENT • *5 JANUARY 1944*

United States Government Printing Office
Washington: 1944



WAR DEPARTMENT,
WASHINGTON 25, D. C., 5 January 1944.

**FM 28-105, The Special Service Company, is published
for the information and guidance of all concerned.**

[A.G. 300.7 (2 Sep 43).]

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

DISTRIBUTION:

X.

(For explanation of symbol see FM 21-6.)

CONTENTS

	<i>Paragraphs</i>	<i>Page</i>
CHAPTER 1. GENERAL	1-12	1
CHAPTER 2. ATHLETICS AND PHYSICAL FITNESS	13-17	5
CHAPTER 3. FIELD ENTERTAINMENT	18-23	10
CHAPTER 4. LIBRARY, SOLDIER NEWSPAPER, INFORMATION AND EDUCATION.		
<i>Section I.</i> Field library	24-29	28
II. Soldier newspaper	30-33	31
III. Information and education	36-38	36
CHAPTER 5. CANTEEN AND EXCHANGE SECTION	39-43	41
CHAPTER 6. LOADING OF SPECIAL SERV- ICE EQUIPMENT	44-47	46
APPENDIX	1- 9	50

CHAPTER 1

GENERAL

- 1.** The Special Service Company is an independent, self-sustaining, semimobile organization, trained and equipped to provide recreational and informational services to troops serving in a theater of operations. It is able to provide forward echelons with services and facilities otherwise available only in base sections.
- 2.** The company may be assigned to an army, corps, or division, in a theater of operations, or to an independent task force. For administrative purposes it is attached to the headquarters of such echelons.
- 3.** Sufficient mess personnel enables it to operate cafeterias, snack bars, and soup kitchens in addition to its own mess.
- 4.** Motor vehicles provide complete transport for its equipment. Shuttle methods enable its personnel to be transported rapidly. Recreational activities, including mobile canteen and exchange services, can be extended over a considerable area with such transport.
- 5.** Equipped and designed as infantry, the company is armed with rifles and carbines, and is trained for defensive operations against infantry attack in the areas appropriate to its activities.

6. The personnel of the company consists largely of technicians trained in the following specialties:

a. Athletics.

b. Entertainment.

(1) Music.

(2) Theatrical.

(3) Radio.

(4) Motion pictures.

c. Information and education.

(1) Library.

(2) Education.

(3) Publications.

d. Canteen and field exchange.

(1) Field canteen.

(2) Field exchange.

7. The equipment of the Special Service Company is issued on the basis of T/E 28-17. Specialized equipment of the Special Service Company includes standardized recreational kits for the technicians listed above, as follows:

a. Kit "A", SS Sports and Games (see app., par. 1).

b. Kit "A-1", SS Athletic (see fig. 1 and app., par. 2).

c. Kit "B", SS Radio-Phonograph, Records, Songbooks (see app., par. 3).

d. Kit "B-1", SS Radio-Public Address, Electric Generator (see fig. 2 and app., par. 4).

e. Kit "C", SS Library (see fig. 6 and app., par. 8).

f. Kit "D", SS Music (see fig. 3 and app., par. 5).

g. Kit "E", SS Theatrical (see fig. 4 and app., par. 6).

h. Kit "I", SS Publishing (see fig. 7 and app., par. 9).

i. Kit "J", SS Motion Picture (see fig. 5 and app., par. 7).

8. Except for such services as are rendered to other troop units during the training period, the Special Service Company operates only in oversea theaters. It is assigned by

War Department orders to a theater or independent task force according to local requirements and the availability of trained companies. In general one Special Service Company can service adequately at one time a force of approximately 15,000 men by setting up four recreational centers. These centers provide the field equivalent of service clubs and post exchanges and have athletic and entertainment facilities.

9. The Special Service Company, organized under T/O 28-17, is composed of a company headquarters and four identical platoons. Each platoon is composed of a platoon headquarters, a service section, and an exchange and canteen section. (See fig. 10.)

10. The mobilization training program of the Special Service Company, covering a period of 13 weeks, is prescribed by MTP 28-1. When time permits, a second period of advanced training of 13 weeks (or less) is added, during which the company is given additional military instruction and is trained to operate as a unit while carrying on its service operations in conjunction with units of other arms and services. The advanced (unit) training program is prescribed by MTP 28-2.

11. Training literature is prescribed by MTP 28-1 and MTP 28-2. Special emphasis will be placed on TM 21-205 and MIS Special Series No. 11 (Morale-building Activities in Foreign Armies), as well as on all War Department publications on Special Service and Army Exchange Service activities, and on publications originated by the Director, Special Service Division, Army Service Forces.

12. The organic transport of the Special Service Company is prescribed by T/O 28-17 and T/E 28-17. It consists of—

- a.** One $\frac{1}{4}$ -ton truck assigned to company headquarters.
- b.** Four $\frac{3}{4}$ -ton trucks (weapon carriers)—one assigned to the canteen and field exchange section of each platoon.
- c.** Five $2\frac{1}{2}$ -ton cargo trucks—one assigned to the service section of each platoon and one to the company headquarters.
- d.** Five 1-ton cargo trailers—one assigned to the service section of each platoon and one to company headquarters.

NOTE. For method of loading special service kits see chapter VI.

CHAPTER 2

ATHLETICS AND PHYSICAL FITNESS

13. ATHLETICS. **a.** Experience has shown that battle fatigue does not prevent soldiers from engaging in strenuous sports and games.

b. The development of esprit de corps from interunit competition is as important in recreational value as the resultant physical conditioning of the men. Athletic recreation not only stimulates the body, but also clears the mind.

c. The Special Service Company with its kits of carefully selected athletic equipment and its trained personnel is able to organize and direct competitive games as well as to assist in providing the facilities for a well-balanced athletic program in oversea installations.

14. DEVELOPING AND MAINTAINING PHYSICAL FITNESS OF TROOPS. The Special Service Company may be directed to take charge of a physical fitness program for the troops of the area in which the company is operating. Various officers and athletic technicians of the Special Service Company are qualified and trained to take charge of the physical fitness program. They are especially trained to teach physical training in accordance with Training Circular No. 87, War Department, 1942. Officers and athletic technicians of the Special Service Company also are trained and qualified to develop and administer physical fitness tests.

15. PERSONNEL. **a.** In each Special Service Company there are four athletic technicians—one for each platoon.

(1) Each athletic technician is familiar with TM 21-220 and should be able to play, coach, and officiate most of these sports.

(2) Special Service Company technicians are trained and equipped to furnish assistance to special service officers in the planning and directing of athletic programs in the field.

(3) The athletic technician is trained to service and repair the athletic kit (Kit "A-1") carried by his service section and in addition to such duty he may be required to repair the athletic kits (Kit "A") turned in by tactical units to oversea supply depots.

b. Immediately upon being ordered to a new area, the athletic technician will make himself familiar with the terrain and all conditions which may affect the athletic program.

c. When so directed, the athletic technician will assist special service officers in the actual planning of the program.

(1) In general, the athletic program will give emphasis to—

(a) Universal participation.

(b) Recreational sports and games.

(c) Athletic activities that will further the physical conditioning of troops in keeping with the policies as laid down by the commanding officer of the troops being serviced.

(2) The program should be adjusted to the terrain, climate and weather, and to the conditions of the troops to be serviced.

d. The athletic technician is familiar with the reference and source books included in Kit "A-1."

e. Improvised athletic facilities should be freely used when necessary.

16. EQUIPMENT. **a.** Each company going overseas has an athletic kit (Kit "A") which is issued at the port of embarkation. The Special Service Company, in addition to Kit "A," has four specially designed athletic kits (Kit "A-1"; one for each platoon.) Kit "A-1" supplements Kit "A."

b. Kit "A" (Sports and Games) consists of usual athletic equipment for playing baseball, football, volleyball, table tennis, etc., and a small-games unit containing playing cards, checkers, and other such games equipment.

c. Kit "A-1" (Athletic) is an athletic and athletic repair kit used by troops and for the laying of playing fields, guidance and instruction of athletic recreation; consists of basketballs, baseballs, sports books, boxing gloves, etc. (See fig. 1 and app. par. 2.)

17. CARE OF EQUIPMENT. a. Leather Goods in General.

(1) The most common sources of trouble with leather goods are high temperature and excessive moisture. Green mold which forms under conditions of excessive moisture will rot leather if allowed to accumulate and remain.

(2) In order to prevent green mold rot, leather articles should be kept in a cool dry place. When wet, leather articles should be dried immediately at normal room temperature without the use of artificial heat. If repeated wetting and drying are encountered, there will be a tendency for a harshness to develop but this can be overcome by applying neat's-foot oil sparingly.

(3) Leather that has become soiled should be cleaned with saddle soap which is procurable as cleaning and preserving material (T/BA 28). No other type of soap or dry-cleaning fluid should be used.

b. Care of Footballs, Basketballs, etc.

(1) Inflated balls should be stored inflated, but at below normal pressure. This is particularly true of last-bilt or molded balls. They should not be folded or crushed.

(2) When inflating a ball with a rubber core-valve, always moisten the needle preferably with glycerin. A rusty needle will injure the core of the valve.

(3) When available, always use a pressure gauge to insure correct inflation. Overinflation should be avoided as this materially affects the shape and life of any ball.



Figure 1.—Kit "A-1"—Athletic equipment.

(4) Whenever possible, stalls should be constructed for the storage of balls. Each ball should have a separate stall. This will avoid crushing and will allow plenty of circulation for drying.

c. Supporters. Wash in lukewarm water, using mild soap to clean, when returned for reissue.

d. Rubber Goods. The chief enemies of rubber are direct sunlight, heat, grease, and oil. Duration of exposure should be reduced to a minimum. Grease and oil should be removed with soap and water. Never use dry-cleaning fluids on rubber goods.

e. Table Tennis.

(1) Loosen nets when not in use.

(2) Remove dents in balls by pouring hot water over them.

f. Volley ball Nets. In damp areas, tarred nets are best. All nets should be carefully preserved as nets are increasingly difficult to get. They should be taken in during bad weather, kept dry, and repaired at the first indication of damage. The nets should be loosened to relieve tension when not in use.

g. Baseballs and Soft balls. A broken stitch should be repaired and rips sewed. Covers should be cleaned and kept dry.

h. Bats. Moisture is the main source of difficulty. When necessary apply a good coat of spar varnish to protect the wood.

i. Repair of Laceless Inflated Balls. See instructions accompanying these balls.



CHAPTER 3

FIELD ENTERTAINMENT

18. GENERAL. a. Entertainment in all its forms brings relaxation and stimulation to the tired soldier. It helps restore him to fighting trim. The technicians of the Special Service Company will bring such entertainment to the soldier when and where he needs it most.

b. The objective of technicians in the entertainment field is not to *furnish* shows or entertainment. It is to *induce participation* of as many soldiers of the units services as possible. Technicians will frequently start entertainment, but the carrying out of a program, whenever possible and practicable, should be done by the soldiers themselves.

19. PERSONNEL. The technicians responsible for the entertainment facilities in a Special Service Company are the music, radio, theater, and motion-picture technicians. There are four of each of these technicians in the Special Service Company. One of each is assigned to a platoon.

a. Music Technician. (1) The music technician should be able to play the piano and possibly one or more of the other musical instruments found in Kit "D," as well as to repair most of those instruments. He should understand the use of the instruction books and assist the men in learning how to play the instruments contained in that kit. He should be

able to read music, select proper music for variety shows, train and lead an orchestra, lead a soldier "sing," and accompany individual or group singers on the piano. The ability to sing and entertain generally, while not essential, is a valuable asset. It is the music technician's responsibility to see that the contents of Kit "D" are distributed to the soldiers at the time needed and also to see that these are returned.

(2) The objective of the music technician is to get maximum participation on the part of the men in the units serviced. Close liaison with the theater technician is essential since music is the heart of most entertainment.

b. Radio Technician. The radio technician should be able to set up and operate the equipment of Kit "B-1" (AN-TIQ-2) and also make minor repairs. He should be trained to handle radio reception problems, operate the phonograph with both recordings and transcriptions, set up the microphone properly, place the loudspeakers so as to secure most effective results, and operate the gasoline-driven generator. He should be trained as an announcer and master of ceremonies, and should be familiar with the entire field of entertainment. The radio technician usually should work in close liaison with the theatrical and music technicians.

c. Theater Technician. The theater technician should have a flair for entertainment and some ability as an actor, director, stage manager, scenery designer, and painter, make-up man, and writer, all in one, and be able to handle any of these duties should necessary personnel otherwise be not available. He should be able to spot and develop talent, and plan and direct all details of any type of soldier show. He should distribute contents of Kit "E" to performers at the show and collect such equipment after the show, or designate appropriate personnel to handle these duties.

d. Motion-Picture Technician. (1) In each Special Service Company are twelve motion-picture technicians, four being designated as motion-picture equipment repairmen and eight as projectionists. The equipment repairmen should

likewise qualify as projectionists. For proper operation, each kit requires the services of one projectionist and one assistant as a minimum.

(2) All motion picture technicians should understand not only the use and repair of the motion picture equipment carried by the Special Service Company, but also all types of 16-mm sound motion picture equipment used by troops. Loss or damage of equipment overseas may necessitate use of a different type of equipment.

e. Securing Talent. (1) General. Steps should be taken to make certain that no man with talent or potential talent is missed, and if time and facilities permit, questionnaires may be circulated among the men asking those with entertaining talent to so indicate. A verbal request for talent is sometimes faster and more productive of immediate results. Bulletin board notices and notices read at formation are also effective. The first sergeant of each company can also be helpful in securing talent. The time and place for volunteer talent to assemble should be specified.

(2) Musicians. All potential musicians, if time allows, should be carefully interviewed and tried out. They may be picked for orchestras, as individual or group players, or for specialties.

(3) Singers. Ability to put over a song as well as having a good voice is important in singers, particularly where they serve as soloists or harmony groups rather than in choruses.

(4) Dancers. Dancers may be individual soft shoe, tap dancers, or chorus dancers.

(5) Actors. (a) As actors may be chosen for individual monologues, specialties, skits, or one-act plays, opportunities for potential talent are unlimited, and the technicians should investigate and catalog all applicants for future use.

(b) For detailed information concerning actors, attention is directed to the "Soldier Shows Guide."

(6) Master of Ceremonies. The "MC" sets the pace for the entire show and is vital to the success of each part. He

should be selected from the troops being serviced, if possible, and have the following attributes:

- (a) Good voice.
- (b) Sense of humor.
- (c) Story telling ability.
- (d) Natural leader—able to handle crowds.
- (e) Quick witted—able to handle new and unforeseen happenings in a show.

20. PLANNING THE PROGRAM. a. The *available talent, facilities, and time* determine the type of program to be presented.

(1) Some field operations may permit the use of buildings where full-length variety shows may be held and also allow troops to be in that area long enough to rehearse such type of shows.

(2) Other field operations may have limited facilities and a constantly changing soldier personnel. In such areas, the special service officer or technician may well present a program in the open air by setting up Kit "B-1" and Kit "D" under a tree or other convenient spot and by playing selected transcriptions interspersed with appropriate remarks by an "MC," or with personal observations or entertainment as time allows by known talent picked from the audience. Short-wave radio programs, where reception is good, may also be used. Improvisation and ingenuity are often necessary.

b. Technical personnel. (1) If personnel, facilities, and time are available, the following staff obtained from troops serviced is desirable in order to divide the work involved and give opportunity for self-expression to the individual soldier:

- (a) General director of production.
- (b) Musical director.
- (c) Publicity director.

- (d) Stage manager.
- (e) Writer.
- (f) Scenery and costume designer.
- (g) Property manager.
- (h) Electrician.
- (i) Scene painter.
- (j) Sceneshifter.
- (k) Carpenter.
- (l) Make-up men.

(2) The duties of the foregoing staff are explained in the "Soldier Shows Guide," and detailed information is also contained therein on such matters as how to construct, paint, and light the scenery, and how to make up actors.

(3) It is possible to combine the twelve positions mentioned above into four or five, or if necessary to have the special service technicians handle this work where personnel is not available.

c. Typical programs that contain a variety of entertainment, properly spaced and timed, include—

- (1) Recorded programs from Kit "B-1."
- (2) Music, both live and recorded.
- (3) Monologues.
- (4) Skits.
- (5) One-act plays.
- (6) Dancer's, soft shoe, tap, etc., solo or group.
- (7) Singers, individual, harmony group, soldier sing.
- (8) Specialty acts, magic, etc.

d. Valuable hints on musical revues and vaudeville will be found in the "Soldier Shows Guide."

e. Response to individual acts and the pattern of the first show will assist in determining the scope of future shows.

f. Assembly and dispersal of audience and policing of area are the responsibilities of the special service officer of the tactical units involved.

21. EQUIPMENT. a. General. The three special service kits for general entertainment in the field are Kit "B-1" (AN/TIQ-2) or Public Address and Radio Kit (distribution: four per Special Service Company—one for each platoon); Kit "D" or Musical Kit (distribution: four per Special Service Company—one for each platoon); and Kit "E" or Theatrical Kit (distribution: four per Special Service Company—one for each platoon). The use of these three kits in combination will result in diversified entertainment programs. The active participation of troops served should be utilized to the fullest extent. Each Special Service Company is issued, for training purposes, one standard recreational equipment kit (radio-phonograph), Kit "B." One of these kits also is issued automatically by the port quartermaster at the port of embarkation to each company or similar unit moving overseas, and this kit will accompany the troops leaving the port unless specific directions to the contrary are given by the task force commander concerned. If the task force commander directs that these kits will not accompany troops upon their departure, the port commander will arrange to forward them at the earliest opportunity.

b. Kit "B" (Radio-Phonograph) consists of a portable radio, portable phonograph, song and fiction books, phonograph records, and harmonicas. (See app., par. 3.)

c. Kit "B-1" (Radio-Phonograph) is a radio phonograph, public-address system, with microphone and loud speaker for broadcasts for radio and recordings and for amplification of musical and entertainment skits by troops. This kit contains a gas engine, electric generator 750-watt output. (See fig. 2 and app., par. 4.)

d. Kit "D" (Musical) is a collection of instruments containing one piano, guitars, mandolins, ukeleles, harmonicas, tonettes, ocarinas, and various publications and maintenance parts for musical instruments. (See fig. 3 and app., par. 5.)

e. Kit "E" (Theatrical) consists of theatrical equipment consisting of costumes, wigs, make-up, kits of grease paints,

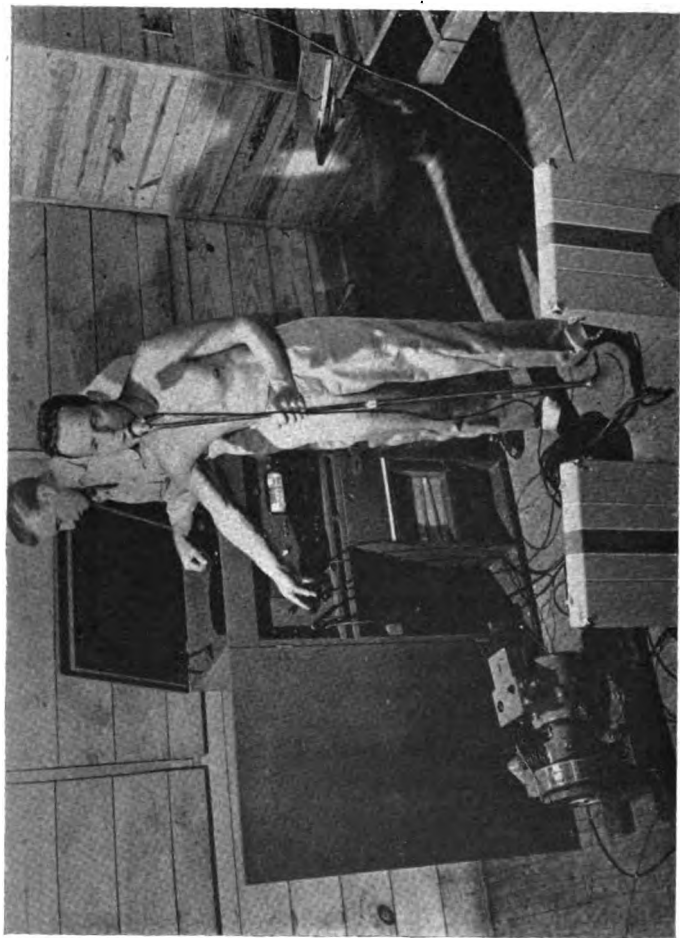


Figure 2.—Kit "B-1" (AN/TIQ-2)—Public address and radio.

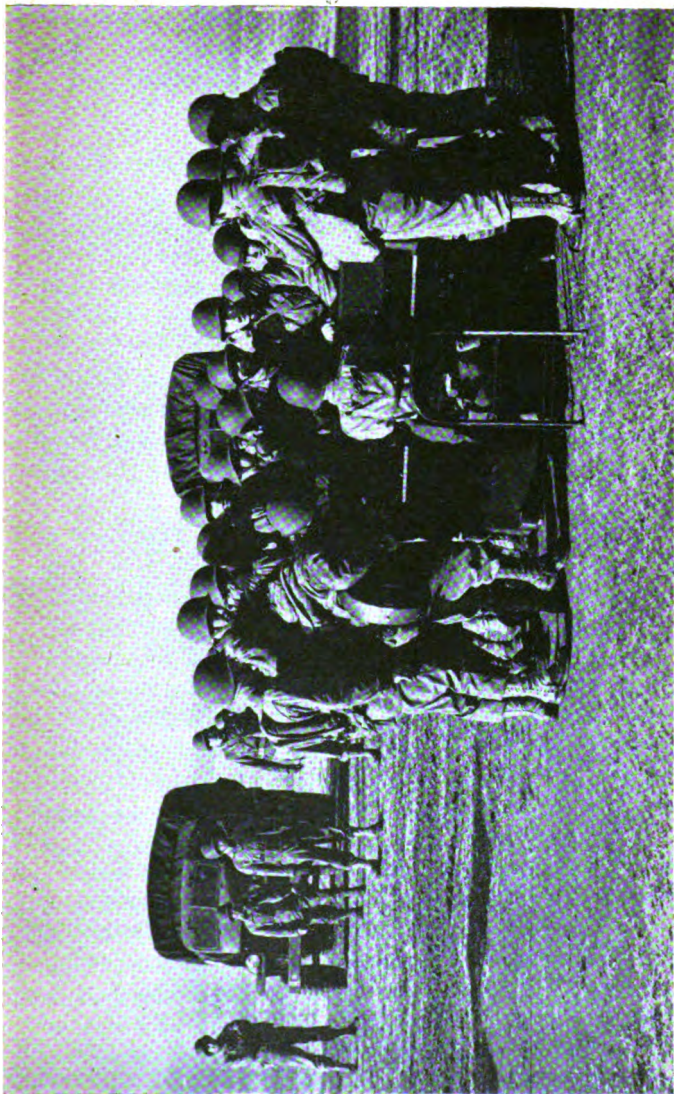


Figure 3.—Kit "D"—Musical equipment.

powder, etc., to enable troops to stage impromptu theatricals. (See fig. 4 and app., par. 6.)

f. Each section is responsible for all kits assigned to it.

22. CARE OF EQUIPMENT. a. Kit "B-1" (AN/TIQ-2).

Instruction as to care and maintenance of the Public Address and Radio Kit is contained in the pamphlet of the manufacturer found in each kit.

b. Kit "D". (1) Band Instruments. The care and repair of band instruments is covered by FM 28-5 and TM 20-250.

(2) Pianos. The specifications covering the pianos supplied to Special Service Companies insure a sturdy and well-made instrument. The mechanism of the piano, however, must have good care. The following rules should be carefully observed:

(a) Keep the piano away from hot steam pipes, stoves, registers, or radiators.

(b) Maintain an even temperature for the piano if possible, avoiding sudden changes from hot to cold and direct drafts.

(c) Although the piano is specially treated for tropical climates, frequent inspection should be made of the mechanism in order to remove mildew and excess dampness.

(d) Keep the case and keyboard clean and free from dust and debris.

(e) Clean the interior of the piano by frequently using soft damp rags and soft dust brush for the purpose.

(f) While extensive regulation of the key action may not be practicable in the field, it is important that the action be free and without undue looseness. A mixture of one-half alcohol and one-half water, applied with a thin piece of soft wool to the guide pins so that a small drop of the mixture may be released, should relieve the binding. Tighten all screws in the action and frame. Lightly oil working parts of pedal.

(g) The strings of the piano, being metal, may rust. Black lead or chalk placed on a soft rag and lightly rubbed over the strings should remove rust and corrosion.

(h) The outside of the case should be wiped clean with a soft damp cloth. A polish is not essential, although a good grade of water wax rubbed over the instrument will tend to preserve the finish.

(i) The damper lock should always be placed in position when the piano is being moved. This protects the action from road shocks.

(j) Music technicians should tune the piano only when absolutely necessary, maintaining the pitch at 440 vibrations, which is the pitch of band and orchestra instruments manufactured in the United States. (See "Piano Tuning and Allied Arts," W. B. White.)

(k) While the equipment furnished will not permit extensive repairs to the piano, constant care and the adjustment of minor defects will usually prevent serious trouble.

(l) In moving the piano from place to place and when loading and unloading from trucks, there should be a sufficient number of helpers to insure carrying without strain or danger of dropping the instrument. Keep the piano as level as possible at all times.

(3) **Guitar.** The Spanish model guitar included in the musical kit will serve satisfactorily with reasonable care which should include keeping the instrument clean and dry, and maintaining the mechanism by frequently cleaning and oiling lightly the patent head. The metal strings should be treated lightly with a very thin oil. Spare parts include bridge and patent head, which constitute a complete unit, and an extra finger board.

(4) **Mandolin.** The care of the mandolin is the same as that necessary for the maintenance of the guitar. The necessary parts with which to make repairs are included in the kit.

(5) **Ukulele.** The ukulele has flesh strings which are susceptible to heat and moisture. They should be loosened

slightly when the instrument is not in use. Its care is the same as that prescribed for the guitar and mandolin.

(6) Harmonica.

(a) The harmonica is of American make, 10 holes, 20 reeds, and is played in the key of C. The reeds may be replaced, but care should be exercised in removing the reed section as the tone chambers are made of plastic material.

(b) Since the harmonica comes in contact with the mouth, particular care should be exercised in keeping the instrument clean. If reissued, it may be sterilized by wiping holes with a cloth dampened with a mild antiseptic. Alcohol should not be used as it may dissolve the plastic material.

(7) Ocarina. Care should be exercised to make certain the instrument is sterilized if it is reissued. The ocarina is made of plastic material and an antiseptic solution other than alcohol should be used.

(8) Tonette. The tonette and song flute are both similar to the ocarina in playing characteristics and the care is the same as for that instrument.

(9) Accessories and Spare Parts. Accessories and spare parts should be used sparingly and kept in good condition. It is probable that replacements of instruments and parts may be difficult to procure, particularly for units serving outside the continental limits of the United States.

(10) Repairs and adjustments. An important function of the music technicians is that of making minor repairs and adjustments of the musical instruments of swing bands and in some instances the authorized regimental bands in the field. The musical kit includes spare parts and repair equipment with which slightly damaged brass and wood wind instruments may be placed in good playing condition. The music technician should learn the nomenclature of the instruments of the band and follow the instructions for maintenance and repair which are given in FM 28-5 and TM 20-250.

(11) Song Books and Music. Care should be exercised in handling the books which are paper bound. In moist, humid climates, frequent inspections should be made in order to re-

move mildew and accumulated moisture. A record should be kept when song books have been loaned to troops, and instructions issued for proper care and prompt return. Typed and mimeographed copies of the songs to be used should be distributed instead of loaning song books whenever possible.

c. Kit "E"—Theatrical Equipment (see fig. 4 and app., par. 6).

(1) Make-up Roll.

(a) This unrolls to form an apron. After use all items should be replaced in the appropriate pockets. Fasten flaps and roll from bottom to top. Under no circumstances should make-up roll be dropped into container improperly rolled.

(b) Make-up items may be difficult to replenish. Lids should be kept tight and care taken to avoid waste.

(2) Tools. A company marking should be placed on each tool to prevent loss or return to wrong company. In the event tools become wet, they should be carefully wiped off before returning to the kit. *These tools are to be used exclusively in connection with the kit and not to be used for other purposes.*

(3) Costumes. (a) Care should be exercised in handling and wearing costumes to make sure they are not torn or discolored with make-up. After each use they should be carefully folded and placed in the kit in an appropriate place. Performers should not don costumes until after their make-up is complete and just before going on for their performance. No performer should be permitted to leave the place where the performance is given while wearing his costume. Damaged or discolored costumes should be immediately repaired.

(b) After use, wigs should be carefully smoothed out, folded, and placed in proper receptacle.

(c) The poster and textile coloring matter is in bottles and in a wooden case; lids on these bottles should be closed tightly before placing in the unit container. All of this coloring matter is of considerable strength and may be diluted before use according to requirements.



Figure 4.—Kit “E”—Theatrical equipment.

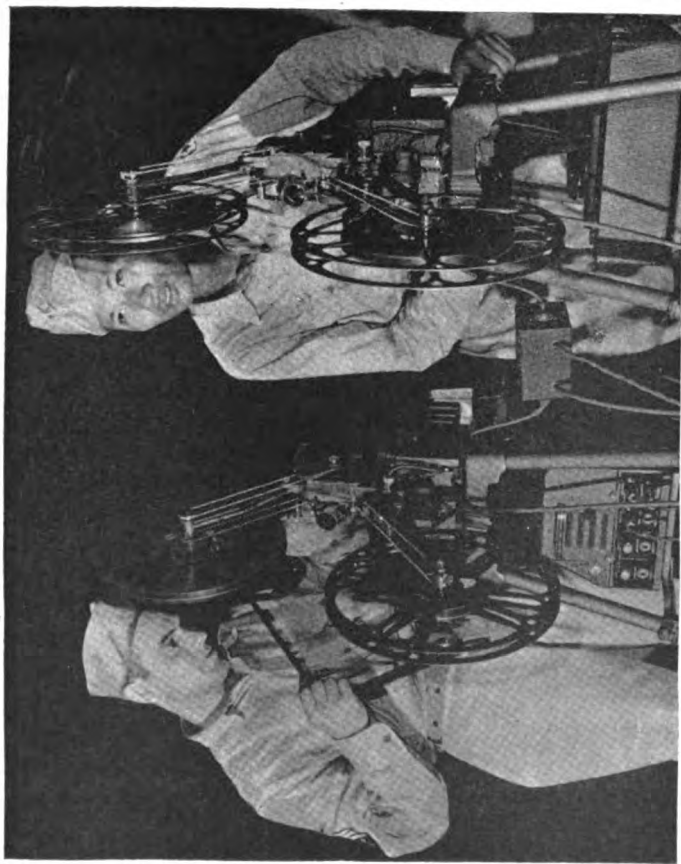


Figure 5.—Kit "J" (PH-408)—Motion picture and projector equipment.

(4) Miscellaneous Items. (a) A careful check should be made on bandanas to be sure they are used exclusively for costume purposes and are all returned at the conclusion of the performance.

(b) An inventory is placed on the inside of the top cover in each kit, and each item should be carefully checked before the kit is removed from the performance area.

23. MOTION PICTURE ENTERTAINMENT. a. General. Field operations do not ordinarily permit fixed theater installations, and improvisation is essential to provide maximum use of equipment and films.

b. Kit "J" (Motion Picture Projection) (16-mm sound.) This is a motion picture projection outfit with a dual Ampro projector, screen, floor stand microphone, and a 1,500-watt gas engine electric generator. (See fig. 5 and app. par. 7.)

c. Operating the Equipment. (1) Where electric current is available (50–60 cycle, 110–115 volt, a-c) the equipment may be connected directly to the current.

(2) Where current of above type is not available, the projector should be connected with the generator.

(3) For technical instructions as to the operation of a single projector and sound unit, see manual of instructions furnished with each kit. Where a show of more than one reel of 1,600 feet is to be presented using two projectors, see supplementary instructions for operation of dual projectors furnished in each kit.

(4) For technical instructions as to the operation of the generator, see generator instruction pamphlet furnished in each kit.

d. Obtaining the Film. (1) At ports of embarkation each Special Service Company will be supplied with a number of 3-reel entertainment film cartons. Each carton contains one Hollywood entertainment feature film and shorts. This makes one complete movie program running 90 to 120

minutes. These films will be exhibited by the company immediately upon arrival overseas and until such time (usually a month) as arrangements can be made to secure feature films through the oversea film exchange.

(2) Upon arrival overseas, the commanding officer of the company should arrange with the local film exchange officer of the Overseas Motion Picture Service, usually located at the theater of operations headquarters and generally under the supervision of the chief special service officer, for future films. He will be required to turn in the film packages obtained at the port of embarkation before delivery is made of these films.

(a) It is the responsibility of the officer in charge of the OMPS Exchange to route replacement programs to Special Service Companies upon request by the commanding officer of the company.

(b) Where more than one Special Service Company is operating in an area, or the one Special Service Company is operating with four detached and dispersed service stations, a small circuit may be set up to insure widest possible showings of individual films.

(c) Because of the shortage in raw film for extra prints, it is essential that exhibited films be returned promptly to the nearest OMPS Exchange when new films are secured or that the OMPS Exchange be promptly advised of the whereabouts of films where minor circuits are established.

e. Types of films available. (1) Entertainment Feature Films. These are current Hollywood-produced feature films, exactly as exhibited in theaters in the United States.

(2) **GI Movies.** These are complete 45-minute programs including special short subjects, travelogs, song shorts, sport shorts, and newsreels procured through the cooperation of the motion picture industry, plus the Armed Forces' own exclusive information film series, "The Army-Navy Screen Magazine," and other Government productions. Each release or program comes as a single 1,600-foot film intended expressly for 16-mm projectors.

(3) Orientation Films. These are the "Why We Fight" series, and are secured in same manner as feature films. By War Department directive, all troops must see them.

f. Presenting the Show. (1) The *theater* may be indoors or outdoors, depending upon the facilities furnished and men to be serviced. The equipment is effective in gatherings up to 2,500 men, depending upon acoustical and visual conditions. Correct operating conditions presuppose facilities for setting up the screen so that all men may see, and using the sound amplifiers so that all men may hear.

(a) Indoors. A stage or raised platform should be available so that the screen will be visible from all parts of the building, and the sound amplifiers should be placed near the screen and above floor level.

(b) Outdoors. In most theaters of operation, outdoor facilities only will be available. A space should be chosen which is free from wind to avoid distorted images produced by a moving screen. It is advantageous if the audience can sit on sloping ground facing the screen.

(2) Advance announcements published in camp newspapers, displayed on bulletin boards, and made verbally at formations should give information as to date, time, place, and title of each show.

(3) The turntables furnished in each kit can be used for preshow entertainment with recordings borrowed from the Kit "B-1." An audience may gather to see the picture before it is dark enough to start the screening, and judicious use of recordings, plus live talent from the audience by means of the microphone, will add to the entertainment value of the screening. In addition, in the event of a break-down of equipment while the show is on, the use of recordings will entertain the audience during the necessary time it takes to repair the equipment.

(4) Where blackout conditions exist, steps should be taken to insure presentation of shows with suitable blackout protection.

g. Use of Equipment for Training Purposes. The motion picture equipment of the Special Service Company will be utilized for training purposes when not required for motion picture entertainment. The commanding officer of the company will inform commanding officers of tactical units in the immediate vicinity of the availability of this equipment, and will arrange schedules for the use of this equipment when not required for other purposes. Liaison should also be maintained with neighboring Signal Corps installations for cooperation in the use and maintenance of this equipment.

h. Care of Motion Picture Screen. The following suggestions will prove valuable:

(1) See that standards supporting the screen roller are firmly secured, using guy ropes or wires as needed.

(2) Use care to prevent bending of the roller. Do not attempt to roll the screen if the roller is bent, as the result will be a permanent crease in the screen.

(3) The life of the large screen furnished with the motion picture equipment should be prolonged whenever possible by making use of improvised screens or reflection areas on walls when pictures are to be shown to small groups. A small screen, if available, should be used in lieu of the large screen for practice purposes and for showing pictures to small groups.

(4) When insects collect on the screen, turn off the light for several minutes before rolling it up as most insects attracted to the screen by the light will leave as soon as it is darkened. When insects become mashed on the screen allow time for drying and then remove with a soft brush. Do not wash soiled areas on the screen. Do not spray the screen with insect repellents as these preparations all have an oil base which will impair the power of the screen to reflect light. Care should be exercised to prevent the screen from being exposed to rain.

CHAPTER 4

LIBRARY, SOLDIER NEWSPAPER, INFORMATION AND EDUCATION

SECTION I

FIELD LIBRARY

24. GENERAL. Library service in the field should be extremely flexible with a high degree of mobility. Popular books furnished in each library kit will provide unlimited individual recreation for all types of personnel at all hours and almost all places. Emphasis should be on use rather than preservation of books.

25. PERSONNEL. a. In each Special Service Company there are four library technicians, one for each platoon.

b. The duties of library technicians are as follows:

- (1) Submit reports when requested by responsible officer.
- (2) Keep necessary records on books.
- (3) Be responsible for whatever simplified cataloging and classification which may be necessary.
- (4) Be responsible for circulation of books.
- (5) Assist in preparation of soldier newspaper. (See sec. II.)
- (6) Assist in the information program. (See sec. III.)
- (7) Assist in the education program. (See sec. III.)

c. The librarian should be thoroughly familiar with the books in his library. He should know where to find all available information in reference books, and should have at least a sketchy knowledge of the fiction books.

26. CLASSIFICATION AND CATALOGING. Libraries will operate with a minimum of technical processes and record keeping.

a. **Classification.** The most satisfactory method of classification is putting and keeping all books on the same subject matter together on the same shelves. Fiction books should be put together in the alphabetical order of their authors' last names.

b. **Cataloging.** If time allows catalog cards, both author and subject matter may be made out.

27. CIRCULATION AND HOUSING. a. The amount of circulation determines the value of the library. The library technician should encourage and broaden the use of books among the men.

b. A simplified charging system should be set up with lenient rules for borrowing. Men who come to the library should be encouraged to urge others to visit the library. No fines for overdue books should be charged.

c. Libraries in the field may be housed in an improvised building, requisitioned building, or tent. If the library is set up outdoors, shelf sections should be placed in a rough circle, books facing the outside, so that men may come and look over the stock. The library sections may be set up outside by propping each shelf unit with its own lid. A box, probably obtainable from the supply room, should be set up inside the inclosure for the librarian to use as a desk.

28. EQUIPMENT. a. Kit "C" is designed to serve troops in the field with a minimum of care. (Distribution: four per Special Service Company—one for each platoon.)

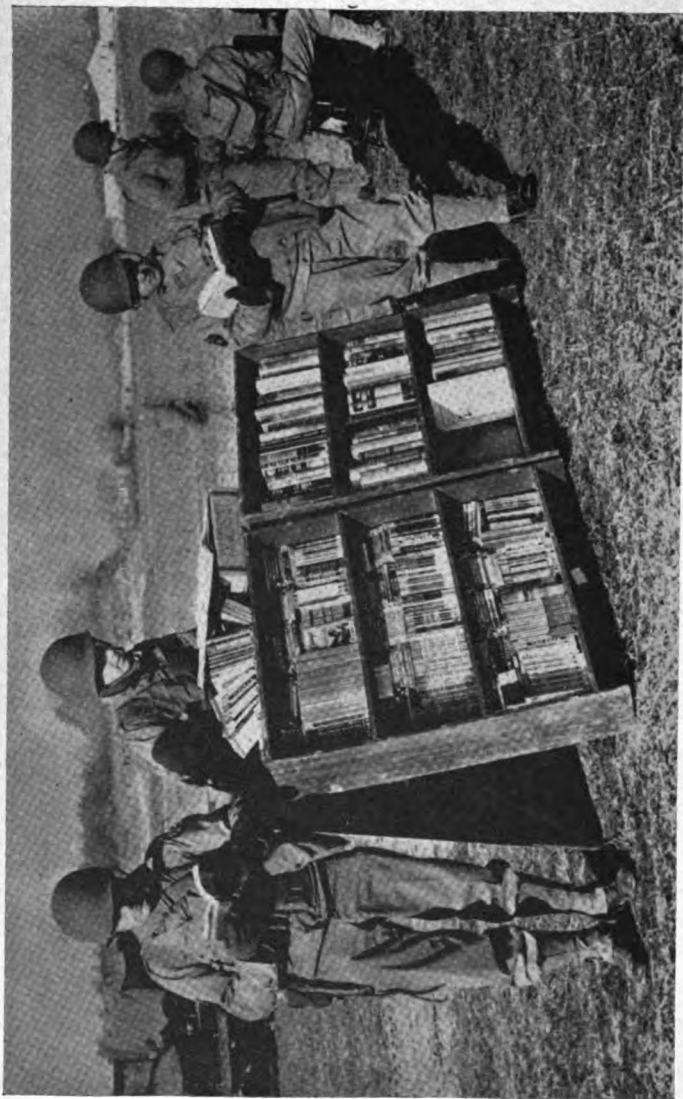


Figure 6.—Kit "C"—Library.

b. Kit "C" (Library) consists of 2,000 volumes of books. (See fig. 6 and app., par. 8.)

29. CARE OF BOOKS. Keep books from becoming wet or damp. If possible books should be stored in dry places. If books should become wet or damp, place them in the sun on a flat surface and press them with a heavy object.

SECTION II

SOLDIER NEWSPAPER

30. GENERAL. a. In the field, as in camps, posts, and stations, a newspaper published by military personnel is an important factor in stimulating and sustaining morale. It should be the contact between the soldier and the home front as well as a medium of information within the military organization served. It should supply world and local news in concise and entertaining form along with humorous and artistic touches.

b. The commanding officer of the Special Service Company, or his representative, should confer about the publication of a soldier newspaper with the senior special service officer or officer assigned to special service work, of the organization served.

c. The instructions given in the paragraphs below were compiled to serve as a general guide for publishing a weekly newspaper in theaters of operations and similar situations. The average newspaper, it is expected, will be three sheets, mimeographed on each side to give the reader six pages of content.

31. PERSONNEL. **a.** The publication staff, with exception of the duplicating machine operator, should normally be obtained from the organization served. The selection of the duplicating machine operator will be from the Special Service Company Library Group most conveniently located to the staff preparing the material for publication. After the news matter has been collected, written, and edited and the page lay-outs made, this material should be given to the duplicating machine operator for preparation of the stencils and mimeographing.

b. The basic staff should include a minimum of three enlisted men, supervised by a commissioned officer, if personnel is available. A fourth member of the basic staff, a staff artist, is desirable if one is available. Reporters, as many as are necessary, should be selected from the organization served by the Special Service Company. The basic staff consists of the following personnel:

- (1) Commissioned officer—adviser.
- (2) Editor-in-chief.
- (3) Staff artist, if available.
- (4) Duplicating machine operator.
- (5) Reporters.

c. Preferably, the editor-in-chief should have newspaper experience or aptitude for the work. He should supervise the editorial content, write editorials, prepare the page lay-outs, and be responsible for distribution of the finished product. He should organize and copyread the material submitted by reporters, rewrite when necessary, and proofread the completed stencils. The staff artist should do hand lettering and illustration. The duplicating machine operator should cut the stencils and operate the mimeograph machine. Reporters, appointed to collect and write unit news within their organization, will take greater interest in their assignments if given a byline, or signature, on stories which are particularly well written.

32. PRODUCTION. a. Style. Uniformity of style should be a cardinal rule of all newspapers. A minimum of capital letters is recommended. A simplified punctuation style is preferable. "Journalistic" English, rather than book English, is the rule for most newspapers.

b. Content. Personal items form the life stream of a mimeographed newspaper. Activities of the personnel served should have priority in news evaluation. Stories with many names make the best news. Items should be brief, informal when such treatment is warranted, and entertaining. Short editorials have a place in this type of newspaper, as do short features, sports pages, and gossip columns. Some editors will find it desirable to publish a column of general news, condensed to bare facts, if this news is available and does not duplicate the content of other publications serving the troops.

c. News sources. Sources of news will vary in different situations. Some general suggestions are:

- (1) Office of the commanding officer.
- (2) Special service officers.
- (3) Athletic and recreation officers.
- (4) Public relations or intelligence officers.
- (5) Enlisted personnel of the organization served.
- (6) Officers and enlisted men of the Special Service Company.
- (7) Daily world news summary cabled by Morale Services Division, Washington, D. C. (See par. 37b.)
- (8) News flashes from responsible radio broadcasts.

d. Camp Newspaper Service. CNS, a section of the Morale Services Division, furnishes news, feature and art material for soldier publications in a clip sheet published weekly. A precut art stencil service furnishes a precut mimeograph stencil of certain art material normally supplied to printed papers by CNS. Included are a comic strip known as "Male Call," and other service cartoons and combat training material, including a monthly magazine called

"G. I. Galley." Attention is directed to the "Army Editor's Manual," prepared by CNS, for information on lay-out, make-up, headlines, illustrations, proofreading, etc. Librarians can secure needed material from CNS.

e. Preparation of stencils. Directions for the preparation of a stencil are to be found in each package of mimeograph stencil sheets and should be followed at all times.

f. Machine operation. The mimeograph instruction book for the duplicator gives complete instructions for duplicating copies.

33. DISTRIBUTION. The basis of supplies in the "Printing and Publishing Kit" and replacements is one copy of the newspaper for six men. Arrangements should be made with the commanding officer of the organization served for the most efficient and expedient distribution of copies.

34. EQUIPMENT. a. Equipment needs for publishing a newspaper in the field are contained in Kit "I" (Printing and Publishing Kit), (distribution: four per Special Service Company). The kit, in addition to equipment, carries supplies sufficient for two weekly issues. Replacement supplies are sent to the company periodically in a different type kit.

b. Kit "I" is for publication of troop newspapers and consists of a mimeograph duplicator together with ink, paper, cleaning fluid, stencil forms, etc. (See fig. 7 and app. par 9.)

35. CARE OF EQUIPMENT. Proper care of equipment will contribute to more efficient operation and longer use. When not in use, the mimeograph machine and typewriter should always be covered. Drain as much ink as possible from the mimeograph machine before returning it to the kit for movement to another location. See that the tops are screwed tightly on all fluid containers. Exercise care to prevent damage to screen plates, styli, and lettering guides. Make certain that the equipment is securely packed and the lid of the kit fastened before the kit is moved.

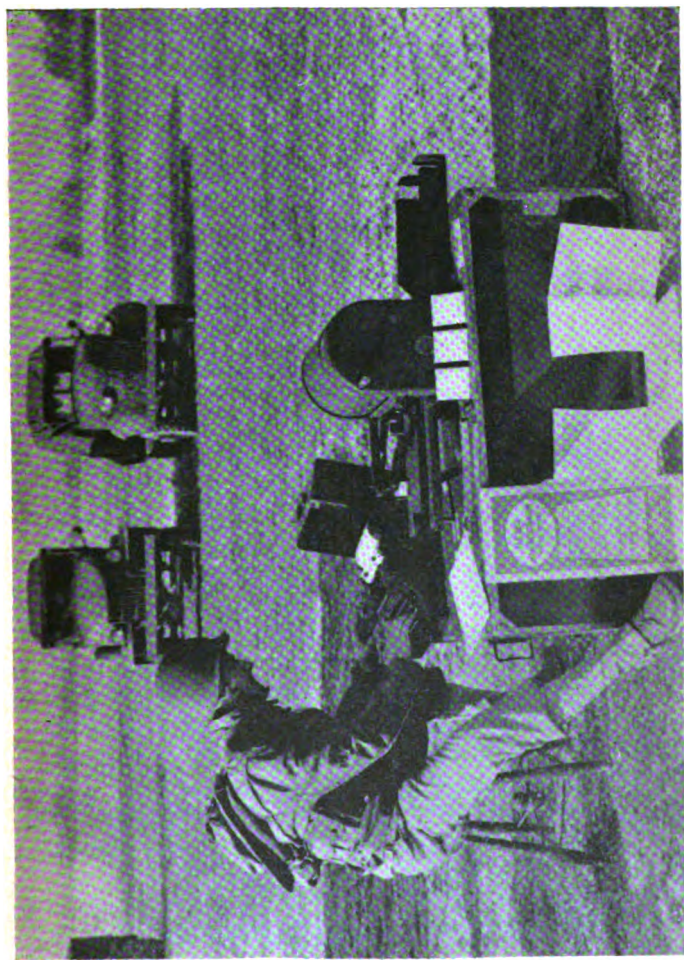


Figure 7.—Kit "P"—Printing and publishing equipment.

SECTION III

INFORMATION AND EDUCATION

36. GENERAL. The librarian should be thoroughly familiar with all of the oversea facilities and services of the Information Branch and the Education Branch of the Morale Services Division, and should make use of these in servicing troops. The commanding officer of the Special Service Company should retain close liaison with the Special Service Branch in the theater of operations headquarters.

37. INFORMATION. a. Newsmap. As soon as the Special Service Company reaches its oversea destination or reaches a new destination after change of location, the company commander should contact the Special Service Branch in theater of operations headquarters, for copies of the weekly Newsmap which are sent upon request to the commanding general of the theater of operations by the Morale Services Division, Army Service Forces, War Department.

(1) Circulation of the Newsmap is extremely difficult and delivery to theaters of operation uncertain. The company commander of the Special Service Company should take steps to keep himself informed as to when and where copies of the Newsmap may be secured.

(2) The librarian should check the weekly Newsmap as soon as it is made available and should post it in a conspicuous place. He should take steps to see that the place where the Newsmap is posted is made known to all troops of the area in which the company or platoon is operating. This can be done effectively through notices in soldier newspapers, verbal announcements by those directly in charge of troops, and by posting announcements on bulletin boards.

b. Oversea News Service. (1) A world news summary of varying length and character is cabled overseas daily addressed to the commanding general of the theater of operations. The Special Service Company commander should make arrangements through the special service officer of the headquarters to which the company is assigned for this service and should cooperate with the special service officer in securing a prompt circulation of the news. In view of the necessity for sending news overseas in telegraphic style, editing of the news summary is essential. The librarians should edit the daily news summary and insert appropriate headlines. The daily news summary can be used effectively in camp newspapers provided other methods of circulation have not been used. When other means of disseminating the news summary are not available and when so directed by higher authority, the publishing facilities of the Special Service Company can be used by the company commander for purposes of securing prompt circulation of news summaries.

(2) The Special Service Company can render a valuable service to the troops in the area in which it is operating by providing copies of news summaries and by making arrangements for such summaries to be read to troops which are being serviced. The Newsmap and the news summary provide a good basis for organizing news discussion groups. Liaison arrangements may be made with orientation officers and other orientation personnel for such discussion groups.

c. Radio—Information and Entertainment Programs. It is the responsibility of the company commander of the Special Service Company operating overseas to maintain contact with the special service officer of the theater of operations to secure information pertaining to the operation of radio in the area where troops are being serviced by the company.

(1) The librarians of the Special Service Company, with the help of the radio technicians, should follow the practice of making a log of radio stations audible in the area, showing call letters of stations, frequency (position on dial), names

of programs, times of broadcast, and should publicize this information on bulletin boards and in soldier newspapers.

(2) Information and entertainment programs are made available to troops serving overseas through the following media:

(a) **Short Wave Radio from the United States.** Twenty radio stations are used for this purpose, broadcasting over ten directional beams. The hours of broadcasting are timed to reach the troops in various oversea areas as nearly as possible during their off-duty hours.

(b) **Long Wave Stations.** To improve and intensify the radio coverage by short wave, long wave broadcasts are made from stations in areas overseas. These stations are classified as Government or commercially operated stations and Army Expeditionary stations.

(c) **Carrier Stations.** This type of transmitter provides for the coverage of a limited area only. Radiation can be controlled so that the signal is not audible with a receiving set more than 200 yards from a camp. For such limited coverage, the carrier transmitter is usually hooked up to the camp power lines. It can be used, however, as a low power transmitter of the usual type. It is available only upon requisition by the commanding general of the area.

(d) **Sound Systems.** For very small camp areas coverage may be obtained through the use of one or more turntables hooked up to a group of loud speakers located at various points. A microphone can be attached to the circuit to provide for on-the-spot "live" programs. Information about the availability of this equipment may be obtained through the special service officer of the Theater of Operations.

(e) **"B-1" (AN/TIQ-2) Kit.** This equipment which is issued to a Special Service Company enables the company operating in the field to provide programs to reach a large number of men. Additional supplies of transcriptions of Armed Forces Radio Service programs are issued direct and automatically to the Special Service Companies every month.

(f) **Kit "B" Equipment.** This equipment, made available on basis of section II, Circular No. 218, War Department,

1943, may be used when the number of men to be reached is too small, to justify other methods of broadcasting. Replacement parts and recordings are to be requisitioned through the port of embarkation.

(3) In providing radio programs of entertainment, two types of shows are broadcast over long and short wave stations to reach troops overseas—

(a) Especially Created Programs. Expressly designed, written, and produced for the troops and not released over commercial long wave radio stations in the United States. (Contact special service officer of the theater of operations for a list of titles with descriptions and the frequency of the release.)

(b) Commercial Programs. The most familiar American radio network programs, those that the troops have liked best at home, are made available with all advertising deleted. (Consult special service officer of the theater of operations.)

38. EDUCATION. a. General. The librarian should be thoroughly familiar with the facilities and services available through the Army Education Branch of the Morale Services Division which include—

(1) Correspondence courses available from the United States Armed Forces Institute, through the Special Service Branch in theater of operations headquarters.

(2) Basic Radio Code. Complete kit of materials adequate for instructing a class of 25—available from U. S. Armed Forces Institute through the Special Service Branch in theater of operations headquarters.

(3) Foreign Language Courses—records and instructional materials.

(4) Visual Instruction—films, film strips, slides, charts, maps, models, and exhibits—available from The Armed Forces Institute Film Service through Special Service Branch in theater of operations headquarters.

(5) Self-teaching Courses—self-teaching textbooks and other instructional materials.

b. The librarian should assist in carrying out the off-duty education program of the Army by—

(1) Bringing to the attention of troops published information relating to available courses of instruction. Such information is on file in the library of a Special Service Company.

(2) Giving information relative to courses and ways of enrolling in them when such information is requested by the individual soldier.

(3) Making application forms available to the soldier. When these are not available in printed form, the librarian should use the publishing facilities of the company to prepare application forms.

(4) Cooperating and consulting with the education officer of the area if available with a view to developing an appropriate off-duty educational program for the troops within the area.

CHAPTER 5

CANTEEN AND EXCHANGE SECTION

39. MISSION. The exchange personnel section of the special service platoon will operate exchanges to supply persons, to whom sales are authorized, at the lowest possible prices, with articles of necessity and convenience not supplied by the Government except as provided in paragraph 10*b*(5), AR 210-65.

40. ORGANIZATION OF THE CANTEEN AND EXCHANGE SECTION—DUTIES OF PERSONNEL. *a.* The Canteen and Exchange Section is organized with one sergeant; two corporals; four privates; two cooks (technicians); one private (cook's helper); one basic.

(1) The sergeant will act as store manager and, with the assistance of the corporals, is responsible for the following:

(a) Preparation of list of available merchandise.

(b) Procurement from sources authorized to issue or by purchase of merchandise to complete inventory approved by the platoon commander.

(c) Store such amounts of merchandise designated by the platoon commander as a reserve stock.

(d) Preparation of daily inventory for submission to the platoon commander.

(e) Preparation and filing of records required by the platoon commander.

(2) Corporals will perform the duties assigned by the store manager.

(3) Four privates, acting as sales clerks, will perform the following duties:

(a) Sell available merchandise to those authorized to make purchases.

(b) Protect merchandise against pilferage and breakage.

(4) Cooks and cook's helper will normally operate with the canteen, but may also be used to prepare food for resale in the exchange.

(a) Cooks and cook's helper should be thoroughly familiar with the provisions of TM 10-405, 10-410, and 10-205. Because of the possibility of direct purchase of supplies when overseas, they should also be familiar with the provisions of TM 10-210.

(b) They are not only responsible for the actual preparation and cooking of the organization's rations, but in addition will prepare such sandwiches and foods as are necessary for the snack bar set up as part of the canteen for the servicing of other troops.

(c) Good cooking not only contributes to an economical mess, but is vital to the welfare and morale of the troops.

(5) The basic will perform such duties as are assigned by the platoon leader.

b. The operation of the canteen and exchange personnel is directed by the company commander who has the following duties: (When platoons are operating separately these duties and functions will be discharged by the platoon commander.)

(1) Assumes accountability for exchange supplies, and responsibility for exchange equipment.

(2) Obtains merchandise from authorized sources for sale, in the manner prescribed by the company commander.

(3) Personally supervises the operation of the exchange section.

(4) Deposits money received from sales with those authorized to receive such deposits, and draws against such de-

posits for the payment of merchandise for sale when specifically authorized by the company commander when the platoon is detached from the company.

(5) Verifies daily inventory as reported by the store manager.

(6) Determines necessary mark-up of merchandise purchased, in accordance with section II, Circular No. 147, War Department, 1943, or any amendment thereof.

(7) Plans and enforces an appropriate rationing system under operating conditions during which the supply of merchandise is limited and whenever it becomes necessary to take steps to insure an equitable distribution of available merchandise.

41. ACCOUNTING. **a.** The accounting procedure will comply with the provisions of Field Exchange Accounting System.

b. Store manager will prepare a daily report for submission to the company commander through platoon commander.

c. Inventory will be taken daily after the close of business.

d. Store manager is responsible for safeguarding all cash received from sales, until turned over to the platoon commander. He is authorized to retain a nominal amount of cash for use in making change.

e. General accounting for all exchange sections of the company will be performed at company headquarters.

f. Staff sergeant (accountant in company headquarters) will perform the following duties:

(1) Prepare and retain records prescribed in Field Exchange Accounting System. (These record forms are issued by the Exchange Service.)

(2) Prepare and retain records showing merchandise received, sold and remaining on hand, for each exchange section separately.

42. SUPPLIES. **a.** Company commander is charged with the duty of designating the source of supply of merchandise for sale in the exchanges operated by the canteen and exchange sections. Generally, merchandise can be procured from

quartermaster (QM Bulletin No. 450) and Army exchanges operating within the theater of operations.

b. Staff sergeant (supply) in company headquarters will perform the following duties:

(1) Furnish daily to each platoon commander a list of merchandise available for sale in exchanges.

(2) Procure such merchandise as is requested by the exchange sections.

(3) Store such merchandise as may be designated as a reserve stock.

(4) Prepare and retain records of distribution required by field exchange accounting system.

43. OPERATION OF CANTEEN AND EXCHANGE SECTION.

a. When the Special Service Company operates as a unit, the exchange sections of the four platoons will operate as one exchange group. This operation will be at the discretion of the theater of operations commander.

b. When the platoon is detached from a Special Service Company, the canteen and exchange section will operate with the platoon. When so directed by the company commander, the canteen and exchange section may operate as three sales groups, if necessary, to serve widely dispersed personnel.

c. Canteen and exchange sections will sell supplies obtained from Quartermaster stocks at cost, plus overhead. Overhead will not exceed that authorized in section II, Circular No. 147, War Department, 1943.

d. When a Special Service Company is assigned to a theater of operations, the company commander or platoon commander will effect and maintain liaison with the Army exchange officer on the staff of the theater commander.

e. Canteen and exchange sections will operate in areas designated by the theater commander. Equipment and facilities available in such areas will be utilized to the fullest extent by canteen and exchange sections. Canteen and exchange operation under difficult conditions will be normal. Resourcefulness and adaptability are essential.

f. Canteen and exchange sections will operate in accordance with the provisions of AR 210-65, and such instructions as may be published by the theater commander.

g. Merchandise for resale by canteen and exchange sections may be purchased from quartermaster and Army exchanges on credit.

h. The operation of all exchanges within the theater of operations is the responsibility of the commanding general, theater of operations, and canteen and exchange sections of Special Service Companies will be supervised by exchange officer on the staff of the commanding general, theater of operations.

CHAPTER 6

LOADING OF SPECIAL SERVICE EQUIPMENT

44. The following table shows dimensions, required cubic feet of space, and approximate weights of the various items of special service equipment when boxed and ready for loading in the truck and trailer:

Kits	Item of equipment	Width	Height	Length	Cubic feet	Approximate weight (pounds)
A-1	Athletic	2'4"	1'10"	4'3"	18.18	210
B-1	PA and Radio	2'3"	1'7"	4'	14.25	330
B-1	Speakers	2'8"	1'8"	1'8"	14.07	230
B-1	Generator, small	1'11"	1'9"	2'	6.71	205
C	Library	4'8"	3'4"	3'1"	47.96	1300
D	Piano	2'5"	4'	5'10"	56.38	450
D	Musical	1'11"	2'8"	5'	25.55	320
E	Theatrical	2'1"	1'10"	3'1"	11.77	160
I	Publishing	1'5"	2'5"	3'11"	13.40	275
J	Motion picture	2'5"	3'6"	3'9"	31.71	525
J	Screen	8'	1'	12'10"	8.55	170
J	Generator, large	1'9"	2'5"	3'3"	13.74	430
Total					263	4605

Capacity of truck and trailer

Truck—2½-ton.....	6'4"	4'7"	8'10"	256	5000
Trailer—1-ton.....	3'8"	3'6"	8'0"	108	2000
			Total	364	7000
Total additional cubic feet and additional weight available for capacity load..... 101					2395

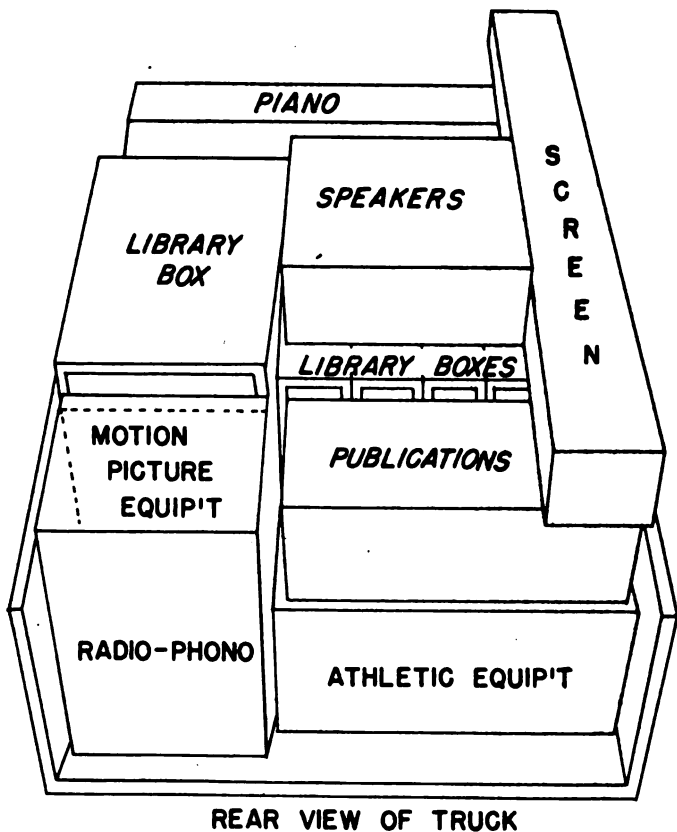


Figure 8.—Loading of special service equipment.

45. Items of equipment loaded in positions in the truck or trailer where there is any danger of their moving about, thereby involving risk of breakage of equipment or injury to occupants in the vehicle should be securely fastened by lashing them to the truck.

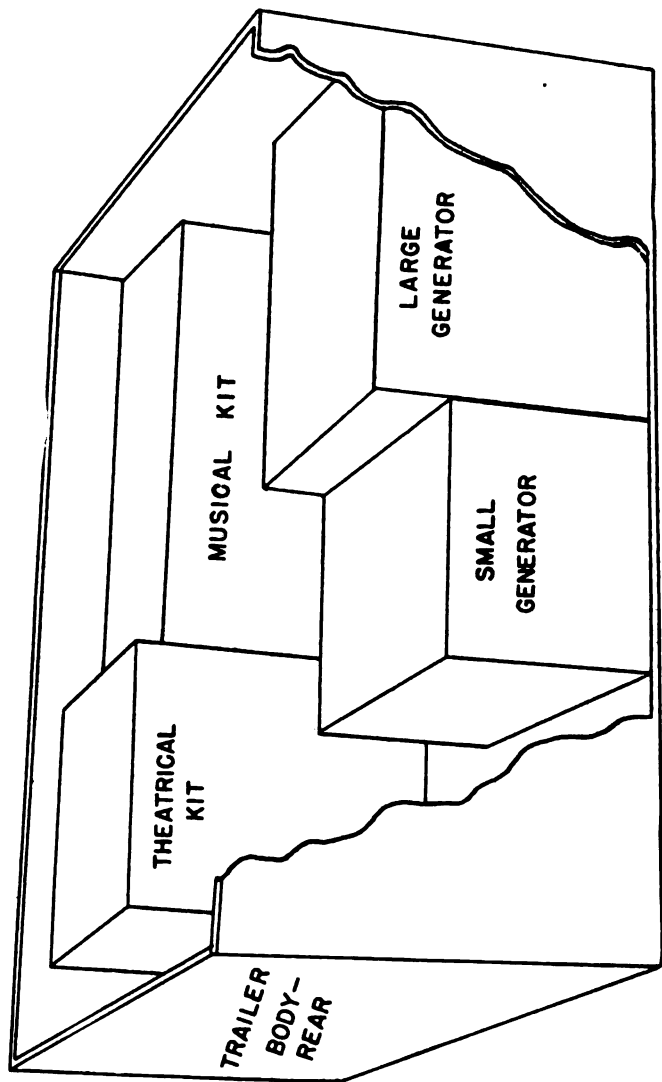


Figure 9.—Loading of special service equipment.

46. It is emphasized that the information herein is based upon trial packings of the original packing cases in which the equipment is received from the factory. In the event that the packing cases are reinforced, they will be enlarged and the same packing scheme will not be practicable.

47. Figures 8 and 9 show suggested schemes for loading the various items of special service equipment for one platoon in the 2½-ton truck and in the 1-ton trailer.

APPENDIX

SPECIALIZED EQUIPMENT OF THE SPECIAL SERVICE COMPANY

CONTENTS OF KITS

Contents of kits of Special Service Company are not to be considered inflexible because of changing requirements and procurement difficulties.

1. CONTENTS OF KIT "A" (SPORTS AND GAMES).

<i>Item</i>	<i>Quantity</i>
Baseball bats.....	8
Baseballs—Official National League.....	12
Cards—playing, pinochle, Bicycle.....	6 decks
Cards—playing, poker, Bicycle.....	30 decks
Cavalcade race game.....	2 sets
Chalk.....	1 gross
Checker boards.....	6
Checkers.....	6 sets
Chess.....	2 sets
Cribbage.....	6 sets
Crayons—assorted colors.....	1 dozen
Dart bowl.....	1 set
Dominoes.....	4 sets
Footballs.....	3
Gloves—boxer's, training, 14-ounce.....	3 sets
Gloves—fielder's, 1 left-hand.....	7
Hardball mask.....	1
Head guards—boxer's.....	2
Horse shoes without stakes.....	1 set
Inflator.....	1
Mitt—catcher's.....	1
Mitt—first baseman's.....	1
Mouth pieces—boxer's.....	4

<i>Item</i>	<i>Quantity</i>
Parchesi.....	1 set
Poker chips.....	1 set
Snake eyes.....	1 set
Small games unit—one for each Kit "A":	
Contents:	
Backgammon—checkers, chess combina-	
tion.....	2 sets
Mathematical bingo.....	2 sets
Books—"Hoyle's Book of Rules".....	2
Soccer ball.....	2
Soft ball bats.....	4
Soft balls.....	12
Table tennis balls.....	72
Table tennis sets.....	2
Volley ball nets—tarred or treated for tropical use..	2
Volley balls.....	3

2. CONTENTS OF KIT "A-1". (See fig. 1.)

Baseball bases w/o stuffing—PC-11 Type I.....	3 sets
Basketballs w/ lacing needles—PC-4 Type II.....	4
Body protector—catcher's—PC-20 Type I.....	1
Books:	
"Sports and Games"—Keith, Harold—T. Y.	
Crowell Co.....	1
"Home Made Games"—Lawson, Arthur—Lip-	
pincott.....	1
"Active Games and Contents"—Mason and	
Mitchell—Barnes Co.....	1
"Sports for Recreation"—Mitchell, E. C.—	
Barnes Co.....	1
"Games, Contests and Relays"—Staley, S. C.—	
Barnes Co.....	1
TM 21-220—"Sports and Games"—War De-	
partment.....	2
TM 21-205—"Special Service Officer"—War	
Department.....	2
Gloves—boxers' fighting, 12-ounce—PC-16.....	10 sets
Inflators—PC-17 Type II.....	2
Leg guards—catcher's—PC-23 Type I.....	1
Mask—catcher's—PC-18 Type I.....	1
Repair box—Standard:	
Lacing needles—# 174.....	6
Leather laces.....	35
Leather repair tool kit.....	1
Neat's-foot oil.....	2 gallons
Repair lace and needle kit.....	1
Rubber repair kit.....	1
Stringer's awl.....	3

<i>Item</i>	<i>Quantity</i>
Supporters—athletic bike type—36 M 24 L 125	72
Large	24
Medium	36
Small	12
Timers	2

3. CONTENTS OF KIT "B" (RADIO-PHONOGRAPH EQUIPMENT).

Portable phonograph	1
10-inch phonograph records in four standard record albums—10-inch size	58
Harmonicas	6
Paper-bound books—fiction	100
Army song books—without music	7
Army song books—with music	3
Portable radio receiver	1
Extra battery packs	3
One-half hour or more transcribed radio programs	10
Extra set of radio tubes	1

4. CONTENTS OF KIT "B-1" (AN/TIQ-2). (See fig. 2.)

Accessories (tool kits, etc.):	
Spare tubes (one of each type used)	1 set
Soldering iron, 100 watts, 110 volts	1
Spool resin core solder ($\frac{1}{2}$ pound)	1
Long-nosed pliers	1 pair
Small dial screw driver	1
No. 8 screw driver	1
$\frac{1}{2}$ -pound roll friction tape	1
Double socket plug	1
Female type plug	1
Spare sapphire playback needles (permanent)	6
Cutting needles	25
Head phones	1 pair
Amplifier	1
Over-all gain 125 db. Output 60 watts; distortion factor not more than 5 percent, with all harmonics arithmetically added.	
Generator (with wooden box)	1
Gasoline-driven, 300 to 750 watts, 110-volt, 60-cycle, with 100 feet heavy rubber-covered cable.	
Loud speakers	2
Two speaker boxes 24 inches high, 16 inches wide, 10 inches deep, each with two 12-inch dynamic cone speakers, specially treated for	

<i>Item</i>	<i>Quantity</i>
all weather usage, each speaker provided with an Alnico permanent magnet of not less than 4¾ pounds, with not less than 6,070,000 ergs gap energy, each unit equipped with 100 feet rubber covered twist pair speaker cable. Storage space in each speaker box for cable, records, and other equipment.	
Microphones-----	2
Dynamic type microphones complete with floor stands. 25-foot shielded microphone cable with plug. Output level of —55db, with 10-bar signal input. (Reference, zero level equals .006 watts.) Frequency response, approximately flat between 50 and 8,000 cycles.	
Monitor speaker-----	1
6-inch permanent magnet, inclosed voice coil. Cone type, treated for all weather conditions.	
Playback (Electric phonograph)-----	1
(Including turntable equipped for playback at 33½ rpm or 78 rpm.) Turntable 12-inch, dynamically balanced, shock mounted, capable of playing 16-inch transcriptions. Playback pick-up, magnetic type.	
Radio receiver-----	1
Tuner consists of a prestage of tune R.F. amplification, having an R.F. gain not less than 15 above unity. The heterodyne circuit feeding an intermediate frequency stage of R.F. amplification. Tuner to care for 3 bands, 540 to 1,600 KC, 1.5 to 3.4 MC, and 5.3 to 18 Mg.	
Records:	
12-inch-----	12
10-inch-----	36

5. CONTENTS OF KIT "D" (MUSICAL INSTRUMENTS AND ACCESSORIES—MUSIC BOOKS). (See fig. 3.)

Books—Music instruction:	
"Five-minute Guitar Books"-----	2
"Five-minute Harmonica Books"-----	2
"Five-minute Ocarina Books"-----	2
"Moore Classroom Instructor for Tonette"-----	2
"Ten-minute Self Instructor for the Tonette, Ocarina, Harmonica, and Ukulele"-----	144
Books, Song:	
"Collegiate Song Book"—Central Edition, Cole Publishing Company-----	1
"Collegiate Song Book"—Eastern Edition, Cole Publishing Company-----	1

<i>Item</i>	<i>Quantity</i>
"Collegiate Song Book"—Southern and Western, Cole Publishing Company.....	1
"Don Pedro Mexican and Spanish Songs," Cole Publishing Company.....	1
"Elmer Vincent's Lumber Jack Songs," Cole Publishing Company.....	1
"Gene Autry's Cowboy Songs and Mountain Ballads," Cole Publishing Company.....	1
"International Song Book," Cole Publishing Company.....	1
"Pocket Guide for the U. S. Army Song Leader"	12
"Smiley Burnette Cowboy and Western Songs," Cole Publishing Company.....	1
"The American Treasury of Song".....	1
"The Army Hit Kit".....	2
"The Army Song Book".....	1
"Time Tested Melodies," Cole Publishing Company.....	1
"Training the U. S. Army Song Leader".....	2
"WLS Barn Dance Favorites," Cole Publishing Company.....	1
Extra parts and accessories for—	
Guitar:	
Bridges pins, black.....	2 dozen
Bridges, Grover, adjustable.....	1 dozen
End pins, ebony.....	2 dozen
Finger boards.....	2 each
Hawaiian guitar sets.....	4 sets
Patent heads, Grover.....	2 sets
Picks, thumb.....	12
Picks, finger.....	12
Strings—complete sets.....	2 dozen sets
Tailpieces—Grover.....	6 each
Mandolin:	
Bridges.....	1 dozen
Fingerboards.....	2 each
Frets.....	1 dozen sets
Patent heads.....	4 sets
Picks.....	144
Strings—complete sets.....	2 dozen sets
Tailpieces.....	1 dozen
Ukulele:	
Bridges.....	1 dozen
Pegs—4 per set.....	6 sets
Picks.....	2 dozen
Strings—Complete sets, Eagle.....	4 dozen sets
Tailpieces.....	1 dozen
Strings—complete sets.....	6
Bridges—filled.....	12

<i>Item</i>	<i>Quantity</i>
Harmonicas—key of C, American make (Harmonic Reed Company, #1753 or equal).....	144
Guitar—complete with strings and case.....	2
Mandolins—complete with strings and case.....	2
Ocarinas—Key of C, American make.....	144
Piano—40-inch height, standard keyboard specifica- tions attached.....	1
Repair kits:	
36-T-564 Tool Kit, with tools, Band Instru- ment Repair Brass.....	1
36-T-566 Tool Kit, with tools, Band Instru- ment Repair, Woodwind.....	1
Piano Tuning Set.....	1
Song flutes.....	144
Tonettes.....	144
Ukuleles—complete with strings and case.....	144
Violins—complete with body and case.....	2

6. CONTENTS OF KIT "E" (THEATRICAL EQUIPMENT AND SUPPLIES). (See fig. 4.)

Amaline—powdered (Bright yellow, cardinal red, cockatoo blue, green).....	4 packages
Bandanas—blue, large size.....	4
Bandanas—flowered, large size.....	4
Bandanas—red, large size.....	4
Book—"At Ease".....	4
Book—"Thesaurus of Humor".....	1
Books—"Skits and Sketches" (To be supplied by Director, Special Service Division).....	2
Brush—varnish 1-inch.....	1
Brushes—varnish ½-inch.....	2
Case—zipper, cloth (for sewing kit).....	1
Colors—Sargent Poster (16 colors in wooden con- tainer).....	1 set
Colors—Prang textile colors (in wooden container).....	1 set
Costume—loud checkered cotton man's suit.....	1
Costume—man's swallow tail coat, cotton, size 44.....	1
Costume—tramp.....	1
Costumes—women's cotton housedresses, size 42.....	2
Crayon—lumber, black, yellow, red.....	4
Gloves—work, white or yellow.....	5 pair
Hammer—medium.....	1
Hats—old man's felt, size 7¼, 1 gray, 1 black.....	2
Hats—women's flat, wide and fancy, felt.....	2
Kits—make-up.....	4
Contents:	
Brushes—powder.....	2



<i>Item</i>	<i>Quantity</i>
Booklets—modern make-up.....	2
Cream—cold, 8 ounces.....	2
Gum—Spirit.....	2
Hair—crepe (2 black and 2 medium brown).....	4 yards
Pencils—eyebrow (2 black and 2 brown).....	4
Powders—face (2 #4 flesh, 2 #9 sallow old age and 2 #13 Othello).....	6
Powderpuffs—small.....	4
Putty—nose.....	2
Rouge—#3 moist.....	2
Sticks—grease paint (2 #5 deeper flesh and 2 #25 black)—Large.....	4
Sticks—grease paint, small (2 #11 sallow old man and 2 #22 white).....	4
Sticks—lining color (2 #5 blue gray and 2 #7 dark brown).....	4
Stomps—paper.....	2 packages
Wax—black tooth.....	2
Money—stage.....	1 package
Muslin—unbleached 36-inch.....	10 yards
Needles—#3.....	1 package
Pins—safety, heavy duty.....	2 gross
Pins—straight.....	2 packages
Pliers—(wire cutting).....	1
Ribbon—1-inch, satin, green.....	5 yards
Ribbon—1-inch, satin, red.....	5 yards
Ribbon—1-inch, satin, yellow.....	5 yards
Saw—crosscut, small.....	1
Screw driver—6-inch.....	1
Shears—10-inch.....	1 pair
“Soldier Shows Guide” (to be supplied by Director, Special Service Division).....	1
Tambourines—large.....	4
Tex— $\frac{3}{4}$ x 1296.....	1 roll
Thread—assorted colors (carpet or button).....	4 spools
Wigs—female, male—comic.....	2
Wigs—male, negro.....	6
Wigs—1 old woman's, 1 old man's.....	2
Wigs—young women's, 1 blonde and 1 red.....	2

7. CONTENTS OF KIT “J”—PH-408 (PROJECTOR EQUIPMENT). (See fig. 5.)

Projector PH-399.....	2
Amplifier.....	1
Projector stands.....	2
3½-inch Projector lenses.....	2
100-foot speaker extension cables.....	2

<i>Item</i>	<i>Quantity</i>
Automatic changeover box.....	1
10-foot speaker cables.....	2
10-foot converter cords.....	2
Microphone and floor stand.....	1
Turntable and pickup.....	1
Splicer and rewind.....	1
Screen and tripods.....	1
Power Unit Pe-75-(Includes tools and parts).....	1
Power cords.....	2
Set of extra operating accessories.....	1
Set of maintenance parts.....	1
Instruction book.....	2
Operating accessories:	
Aperture cleaning brush.....	1
Bottle of oil.....	1
Oiler.....	1
Fuse.....	1
Extra exciter lamp.....	1
Extra takeup belt.....	1
Empty 1,600 foot reel.....	1
6-ounce cans of film cleaner.....	4
Bottles film cement.....	3
Bottles of oil.....	4
Maintenance parts:	
1½ ampere fuses.....	6 boxes
3 ampere fuses.....	4 boxes
Photo-electric cells.....	4
Rewind belts.....	4
Takeup belts.....	8
Motor belts.....	6
Spare tubes for amplifier.....	2
Spare tubes for projector.....	3
1,000 watt 115 volt projection lamp.....	100
Exciter lamps (1 ampere, 6 volts).....	10
Projector pilot lamps.....	8

8. CONTENTS OF KIT "C" (LIBRARY). (See fig. 6.)

Cloth bound books.....	100
Paper bound books.....	1,900

9. CONTENTS OF KIT "I" (PRINTING AND PUBLISHING). (See fig. 7.)

Brush—type cleaning..... 53-B-26100.....	1
Correction fluid..... 53-V-300.....	6 bottles
Fluid—type cleaning..... 51-C-1328.....	1 bottle

<i>Item</i>	<i>Item No.</i>	<i>Quantity</i>
Lettering guide.....	685 (A. B. Dick Co.).....	1
“ “.....	684 (A. B. Dick Co.).....	1
“ “.....	684-L (A. B. Dick Co.).....	1
“ “.....	683 (A. B. Dick Co.).....	1
“ “.....	683-L (A. B. Dick Co.).....	1
“ “.....	672 (A. B. Dick Co.).....	1
“ “.....	724 (A. B. Dick Co.).....	1
“ “.....	724-L (A. B. Dick Co.).....	1
“ “.....	722 (A. B. Dick Co.).....	1
“ “.....	686 (A. B. Dick Co.).....	1
“ “.....	686-L (A. B. Dick Co.).....	1
“ “.....	726 (A. B. Dick Co.).....	1
“ “.....	726-L (A. B. Dick Co.).....	1
Mimeograph—duplicator.....	54-M-28495.....	1
Mimeograph ink.....	GPO 18557.....	5 pounds
Mimeograph paper—size		
8 x 10½, white.....	GPO 180-47.....	10,000 sheets
Mimeograph stencils.....	53-P-20836.....	2 quires
Pencils, #2.....	53-P-30004.....	6 dozen
Screen plate.....	1627 (A. B. Dick Co.).....	1
Do.....	1642 (A. B. Dick Co.).....	1
Do.....	1645 (A. B. Dick Co.).....	1
Screen stylus.....	454 (A. B. Dick Co.).....	1
Stapler.....	54-M-31630.....	1
Staples.....	53-S-5064.....	3 boxes
Stylus.....	53-P-35027-50.....	1
“.....	53-P-35027-40.....	1
“.....	53-P-35020.....	1
“.....	53-P-35036.....	1
“.....	53-P-35040.....	1
“.....	53-P-35010.....	1
“.....	53-P-35022.....	1
“.....	53-P-35024.....	1
Typewriter—Underwood,		
Model II: Master.....	54-T-7238.....	1
Typewriter ribbons.....	53-R-2880.....	3

Stanford University Libraries



3 6105 026 310 032